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# **GENERAL ENERGY AUDITING SERVICES FOR VARIOUS ERIE COUNTY FACILITIES**

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John Loffredo, PE, Commissioner  
February 16, 2016

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## Overview

The Erie County Department of Public Works is seeking Statements of Qualifications from respondents interested in providing comprehensive ASHRAE Level II energy assessments of County-owned facilities. Submit an electronic copy and three (3) bound copies of your submission to John Loffredo, P.E., Commissioner of Public Works, 95 Franklin Street, Buffalo, New York, 14202, on or before 4:00 p.m. on March 3<sup>rd</sup>, 2016. Electronic copies should be contained on portable data storage device such as a USB flash drive.

Reference your submittals as: "Qualifications for General Energy Auditing and Feasibility Services for the County of Erie (2016)"

Erie County has made improving the energy efficiency of its building stock a key priority as articulated in the 2013 *Initiatives for a Smart Economy* policy brief and desires to reduce the overall environmental impacts associated with the County's energy use, including direct and indirect greenhouse gas emissions, where it is cost effective to do so.

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## Purpose of RFQ

Erie County intends to solicit consultants or team of consultants to prepare proposals for technical assistance to the County to perform ASHRAE Level II energy audits on identified priority facilities. However, this intent does not commit the County to award a contract to any responding Respondent, or to pay any costs incurred in the preparation of the proposal in response to this request, or to procure or contract for any services. The County reserves the right, in its sole discretion, to (a) accept or reject in part or in its entirety any response received as a result of this RFQ if it is in the best interest of the County to do so; (b) award one or more contracts to one or more qualified Respondents if necessary to achieve the objectives of this RFQ and if it is in the best interest of the County to do so.

Erie County expects that all work associated with preparing such audits will be completed by May 30<sup>th</sup>, 2016

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## **Submission Response Requirements and Guidelines**

Submissions shall not exceed twenty-five (25) pages, double sided (printed on both sides) or fifty (50) pages, single sided (printed on one side). Sectional dividers may be used; they will not be counted towards the maximum number of pages allowed. Erie County will review each submission and contact selected references to determine whether the consultant or consultant team has the necessary technical qualifications to successfully implement comprehensive energy auditing services in County-owned facilities. Minimum qualifications include:

- Minimum of five years experience providing technical feasibility studies of commercial buildings of at least 50,000 square feet.
- Demonstrated ability to provide full scope of services (energy audit, construction management, measurement and verification, training, etc.), either directly or through identified partners.
- Demonstrated history working with Municipal entities and facilities.
- Demonstrated ability to develop comprehensive energy efficiency projects (lighting, HVAC, controls, etc.)
- Must be able to work alongside county tradesmen and outside contractors on various work sites.
- A demonstrated ability to obtain funding from a variety of sources.
- The ability to reduce Erie County's capital costs on present and future construction projects.
- The ability to provide clear and concise financial design (including savings, cash flow, net present value, and internal rate of return) of all projects identified across multiple scenarios.
- A proven ability to work effectively with various State Agencies and Authorities.
- Consultant or member of consultant team must be a New York pre-qualified technical assistance vendor currently under contract with associated electric and/or natural gas utility provider.

These requirements will be strictly enforced. Failure to follow these requirements will render the RFQ non-responsive.

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## Organization of Submission

This section outlines the information that must be included in your proposal. Please respond with your information in the same order as the items in the section.

### Cover Letter

Shall consist of a one page letter on Company letterhead that summarizes Respondents ability to perform services as described in the RFQ and provides organization information as set forth in the order below:

1. Legal name of the Respondent (or team lead)
2. Physical Address (specify headquarters and list closest local satellite office)
3. Primary Contact for the RFQ
4. Contact's Title
5. Contact's Telephone and Email Address
6. Company web address
7. Name and qualifications of sub consultants, if any

### Statement of Qualifications

Respondents must provide the following information, including information for each subcontractor consultant participating in a team to perform certain services:

1. Relevant Experience and Case Studies:  
This statement shall be used to best describe the Respondent's understanding of the RFQ as well as experience and case studies reflecting the Respondent's:
  - a. General approach to performing comprehensive energy/water audits  
Conducting energy saving analysis and cost estimates for recommended measures
  - b. Creating scopes of work and plans and specifications for energy/water conservation projects
  - c. Making recommendations for operations and maintenance best practices to achieve energy and water efficiency, increase indoor environmental quality and staff training
2. Personnel Qualifications:  
List all personnel who will be involved in project execution. In cases of consultant teams, identify the point of contact responsible for overall team management. Also list any relevant accreditations of participating team members.
3. Performance Measurement and Sample Energy Audit:  
A complete sample energy audit for a comprehensive project will be required from each firm submitting qualifications. The audit will be identified as "Attachment A". This attachment will not be counted against the maximum number of pages. This attachment will supplement the general technical approach provided in the statement of qualification.
4. List of References:  
Include at least three client references indicating a diversity of past projects, or references for similar projects, for each consultant.

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## **Evaluation Criteria**

The county plans to evaluate the quality of submissions as well as respondents' experience and ability to perform all required services. Special consideration will be given to New York pre-qualified National Grid technical assistance vendors currently under contract to National Grid.

In addition, The County reserves the right to request interviews with Respondents to aid in the evaluation process, and reject any or all submissions in its sole and absolute discretion. However, inasmuch as DPW has familiarity with a considerable number of firms, interviews will be held only if deemed necessary by the Commissioner of the Department of Public Works.